

**CHILD AND FAMILY SERVICES PLAN and
CONSOLIDATED SERVICES PLAN**

ADMINISTRATIVE COMPONENT - DIVISION OF SOCIAL SERVICES

May 1, 2004 – December 31, 2006

I. CHILD CARE

Please refer to the attached Child Care Plan which includes the four required appendices (Administrative [G-1]; Other Eligible Families [G-2]; Reasonable Distance, Very low Income, Child Support, Case Closings, Case Openings and Case Reviews [G-3]; and District Options [G-4]) and seven optional appendices (Priority Populations [G-5]; Title XX Child Care [G-7]; Additional Local Standards [G-8]; Payments for Absences [G-9]; Payments for Program Closures [G-10]; Transportation, Differential Payment Rates and Sleep [Appendix G-11]; and Child Care Exceeding 24 Hours [G-12]).

II. FINANCING PROCESS

a. Funds Used

The Department of Social Services uses three major sources of funds to support Child Welfare, Adult, and Child Care services - federal, state, and local government. For 2004, the total cost of these services is budgeted to be about \$166 million with \$50 million reimbursed by the federal government, \$72 million by state government and \$43 million from the county government. In recent years both the Federal and the state governments have been funding much of the services through block grants which has the effect of making any new costs 100% local and discourages the development of new programs. Since 2000, Monroe County has experienced a substantial decline in state reimbursement from \$77 million in 2000 to \$72 million projected in 2004. At the same time the county's share increased by 30% from \$33 million in 2002 to \$43 million for 2004. Although the county share of the budget has actually been increasing, the increase has largely been done to offset the decline in state revenue.

Monroe County will continue to work with the Office of Children and Family Services and the New York Public Welfare Association to develop funding structure that will allow counties to respond to increased/emerging needs and encourage increased investment in preventive services. In 2004, DHHS will be exploring various funding opportunities to shore up existing programs and services. Within DHHS, the 5 divisions will look for opportunities to blend funding streams to support critical services and staff.

b. Criteria and Process for Purchase of Service Agreements

Given funding contracting, resource allocation is demand driven for many services including foster care and adoption where the amount that is spent is primarily a function of the number of children in care or receiving an adoption subsidy. In the case of preventive services, due to a substantial county budget deficit in 2002 and 2003, Monroe County reduced its local share of funds to Preventive programs thereby reducing a number of contracts. In 2004, it is projected that Monroe County will have to further reduce the number of preventive contracts as the funds to support them have been significantly cut. These cuts have resulted in the tightening of referral criteria to focus on families at imminent risk of placement. Monroe County will apply to access some new funds to serve PINS 16 & 17 to offset funding cuts in preventive services.

Monroe County is committed to and practices an open RFP process whenever it has funds available to purchase contracted services. DHHS staff work closely with the county's contract office to develop RFPs as well as to jointly review applications, select vendors, and negotiate contracts. Historically, Monroe County has invited OCFS as well as community members and other agencies to participate in application review processes to ensure that the best provider is selected.

Monroe County anticipates issuing RFPs in 2004 in the areas of child care payment process; child care provider visitation, support and education project; and diversionary services to PINS 16 & 17.

III. MONITORING PROCEDURES

Contract monitoring procedures differ somewhat for the three main areas in which Monroe County Department of Human and Health Services - Child and Family Services Division and Older Adult Care Path purchase services: preventive services, foster care and adult protective services.

Preventive Services: The method for monitoring preventive contracts is highly developed and includes case monitoring, program monitoring and systems monitoring.

Case monitoring is done primarily on the basis of UCR forms completed by the contract agencies. MCDHHS preventive caseworkers review all UCRs to insure that the risk of placement is clear, goals are measurable and achievable, needed services are being provided, the minimum number of home visits were made, etc. Contract agencies, funders and DHHS staff worked together and developed a common tool, Family Assessment Functioning, to measure "improve family

functioning". The form is being implemented throughout all the contract programs and is used to identify critical areas in casework and to aid in creating more focused service plans that address presenting issues and reduce risk factors for the youth and family.

Each contract is assigned a monitor who is responsible to work with the vendors to assure adequate utilization levels, track program and contract performance, and immediately address problem areas. Utilization rates are closely monitored, as a general rule are expected to be maintained at a 90% or above, and are discussed at every bi-monthly coordinator meeting. Overall contract performance is reviewed yearly at contract renewal time or on an as needed basis as problems arise. All preventive programs are subject to periodic program and financial audits.

Systems monitoring is done through data that are routinely maintained on a case, program, and service basis. This includes data on type and length of service, client characteristics, demographic information, cost, and staffing patterns. These data are incorporated into the contract monitoring process but also form the basis for the preventive program's annual report and are used in budgeting/planning processes throughout the year.

Foster Care: Improved management of purchased foster care remains a high priority for MCDSS. For purchased foster care programs, monitoring is primarily done at the case level and is intended to insure that regulatory standards are met in addition to insuring that the clients' needs are met. Case monitoring is done through the regular review of UCRs, through regular attendance at service plan conferences, and through attendance at court hearings. While these activities allow us to make some inferences about how well particular programs are performing, they do not provide the level of information that a well-defined contract monitoring system can provide. In 2002 – 2003, the services division was reorganized to reduce the number of workers assigned to children receiving purchased foster care and improve our capacity to monitor these programs.

Data provided by NYS (CCRS, MAPS) is helpful in monitoring the total foster care system, but needs to be much more accessible for us to do additional analysis if it is to be used for contract monitoring or to ask more sophisticated systems related questions.

Adult Protective Services: Adult Protective Services in Monroe County has two major contracts with local agencies, Family Service of Rochester (FSR) for financial management services and Lifespan for elder abuse services. Family Services provides rep payee, guardianship, financial counseling, and Power of Attorney services for up to 275 Adult Protective clients. Lifespan runs the Elder Abuse Prevention Program (EAPP), which provides public education and publicity

around elder abuse and intervenes in cases of maltreatment of the elderly. In both cases the programs' contracts detail eligibility criteria, referral procedures, performance expectations and reporting requirements. In the case of the Financial Management Services program at FSR, FSR submits financial ledger sheets for clients in the program on a monthly basis. Summaries of casework activity are also submitted on a monthly basis. Databases maintained at DSS and at FSR track client involvement in the program and monitor timeliness of report submission. In guardianship cases, a copy of the annual accounting, which is required by law to be submitted to NYS Supreme Court, is also sent. Bimonthly meetings with the FSR program administrator and the Adult Protective supervisors are held to discuss case problems, contract compliance and ongoing program issues.

Lifespan submits a semiannual report of each case mutually serviced by Adult Protective and the Elder Abuse program. The program also submits an annual statistical report of all case activity and a summary of public awareness activities in the community. The APS administrator and the EAPP director, who is also the chair of the Adult Services Subcommittee, on a regular basis, also discuss program issues.

IV. APPENDICES

Appendix A: Legal Assurances – Department of Social Services

Appendix B: Summary of Memorandum of Understanding with the District Attorney's Office for Child Protective Services

Appendix C: Estimate of Persons to be served

Appendix D: Non-Residential Services to Victims of Domestic Violence

Appendix F: Department of Social Services – Program Information Matrix

Appendix G: Child Care Plan Update

APPENDIX A

LEGAL ASSURANCES DEPARTMENT OF SOCIAL SERVICES

Appendix B contains the requirements each social services district must fulfill in order to meet the existing mandates found in the state or federal statutes. The activities indicated are statutorily mandated. Therefore, no option is given to indicate that any of these activities are not current practice.

The inclusion of these assurances in the Child and Family Services Plan or Consolidated Services Plan constitutes the district's commitment to maintain compliance with these assurances.

A. General

1. All providers of service under this plan operate in full conformance with applicable Federal, State and local fire, health, safety and sanitation and other standards prescribed in law or regulations. Where the local district is required to provide licensure for the provision of services, agencies providing such services shall be licensed.
2. All recipients of funds are required to operate each program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by handicapped persons to the extent required by law.
3. Benefits and services available under the State Plan are provided in a non-discriminatory manner as required by Title VI of the Civil Rights Act of 1964 as amended.
4. The activities covered by this plan serve only those individuals and groups eligible under the provisions of the applicable State and Federal statutes.
5. There is in operation a system of fair hearings and grievances under which applicants for or recipients of services and care may appeal denial, exclusion, reduction, termination, or choice of services/care; mandatory nature of service/care; or failure to take timely action upon an application for services/care.
6. Adequate and timely notice is provided to applicants for and recipients of services and care as required by 18 NYCRR 407.5 (h) (2) (i).

7. Title XX funded services are available to eligible individuals in every geographic area within the district. Where different services are made available to a specific category of individuals in different geographic areas, services are available to all eligible individuals in that category who reside in that area.

B. Child Protective Services

1. The district maintains an organizational structure, staffing, policies and practices that maintain its continued compliance with 18 NYCRR 432.
2. The district has specifically reviewed 18 NYCRR 432.2 (f)(3) to determine its compliance with all assurances outlined in those regulations.

C. Preventive Services for Children

1. **Every child and family needing any of the core services of Preventive Services shall have these services provided to them in a timely manner. Those core services are Day Care, Homemaker, Transportation, 24 hour access to Emergency Services, Parent Aide or Parent Training, Clinical Services, Crisis Respite Care, Services for Families with AIDS/HIV+, and Housing Services.**
2. The district maintains efforts to coordinate services with purchase of service agencies and other public and private agencies within the district that provide services to children including the use of referral procedures with these agencies and formal and informal agreements.
3. The district has prepared a plan and procedures for providing or arranging for 24 hour access to emergency services for children who are at risk of foster care as specified in 18 NYCRR 423.4 and that staff are aware of such plans and procedures.

D. Adult Protective Services

1. The district has a process in place to enable the commissioner to act as a guardian and representative or protective payee on behalf of a client in need of protective services for adults (PSA) when no one else is willing or capable of acting in this capacity.

2. The district in providing protective services for adults will implement each responsibility contained in 18 NYCRR Part 457.

E. Domestic Violence Services

1. Each domestic violence victim seeking non-residential services will be provided with all needed core services directly from the provider and as otherwise specified in 18 NYCRR Part 462 in a timely manner.
2. Non-residential services will be provided regardless of a person's financial eligibility, will be provided in a manner that addresses the ethnic composition of the community being served and the needs of victims with special needs, and will be provided in a safe and confidential location.

F. Child Care

The social services district assures that when providing child care services under the New York State Child Care Block Grant (NYSCCBG) it will:

1. provide parents with information about the full range of providers eligible for payment with child care subsidy funds;
2. offer child care certificates to assist parents in accessing care;
3. inform clients of criteria to consider when selecting a child care provider;
4. allow parents to select any legal eligible child care provider (Districts may disapprove providers chosen by families with a preventive or protective case under certain circumstances.);
5. establish at least one method of paying for child care provided by caregivers who do not have a contract with the district;
6. review enrollment forms for providers of legally-exempt child care to determine that providers are operating legally and comply with State standards and any additional State-approved local standards;
7. give priority for subsidies to children of families with very low income and to children who have special needs;
8. guarantee child care services to a family who has applied for or is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to participate in activities required by a social services official including

orientation, assessment, or work activities as defined in 12 NYCRR Part 1300.9;

9. guarantee child care services to applicants for or recipients of public assistance who are employed and would otherwise be eligible for public assistance benefits that choose to receive child care subsidies for a child under 13 years of age in lieu of public assistance benefits for such period of time as the applicants/recipients continue to be financially eligible for public assistance;
10. guarantee child care services for up to 12 months for applicants for or recipients of public assistance who have chosen to receive child care subsidies for a child under 13 years of age in lieu of public assistance benefits and who are no longer eligible for public assistance, provided that certain financial and programmatic requirements are also met;
11. guarantee child care services to a family who is in receipt of public assistance when such services are needed for a child under 13 years of age in order to enable the child's custodial parent or caretaker relative to engage in work as defined by the social services district;
12. guarantee child care subsidies for up to 12 months for families whose public assistance has ended, who need child care for a child under 13 years of age in order for the parent or caretaker relative to engage in work, whose income is within 200 percent of the State income standard, who received public assistance in three of the six months prior to case closing, and whose assistance was terminated as a result of increased hours or income from employment or increased income from child support or because the family voluntarily closed its case;
13. inform recipients of public assistance and former public assistance recipients of the child care guarantees for eligible families;
14. inform families in receipt of public assistance of their responsibility to locate child care;

- 15.inform families in receipt of public assistance of the criteria the district will use to determine that a family has demonstrated an inability to obtain needed child care because of the following reasons:
- unavailability of appropriate child care within a reasonable distance from the individual's home or work site;
 - unavailability or unsuitability of informal child care by a relative or under other arrangements; or
 - unavailability of appropriate and affordable regulated child care arrangements;
- 16.offer two choices of legal child care, at least one of which must be a licensed or registered provider, to recipients of public assistance who have requested assistance in locating child care for a required work activity and who have demonstrated an inability to obtain care;
- 17.inform recipients of public assistance that their public assistance benefits cannot be reduced or terminated when they demonstrate that they are unable to work due to the lack of available child care for a child under the age of thirteen;
- 18.advise recipients of public assistance that the time during which they are excepted from the reduction or termination of benefits due to the lack of available child care will still count toward the families' time limit on family assistance benefits;
- 19.provide payment for the actual cost of care (rate charged by the provider to non-subsidized families unless a lower payment rate has been established in a negotiated contract) up to the applicable market rate; and
- 20.allocate NYSCCBG subsidy funds in a manner that provides eligible families equitable access to child care assistance funds.
- 21.provide child care to those eligible as long as funds are available and other families are determined eligible.

APPENDIX B

Summary of Memorandum of Understanding with District Attorney's Office for Child Protective Services

The IMPACT Team is a collaborative effort of the Rochester Police Department, Monroe County Sheriff's Office, Monroe County Department of Social Services, Monroe County District Attorney's Office, Rochester City School District and the Children's Hospital at Strong REACH Program. The goal is to provide the most comprehensive and effective investigations of child physical and sexual abuse, while minimizing additional trauma to the child.

The areas covered by the MOU include structure, objectives, case assignments and resource sharing in this collaborative team. The MOU has been agreed to by all parties and is currently in the signature process. It will be reviewed annually by the participating agencies.

APPENDIX C

**Estimate of Persons to be Served – Please see signature page for
waiver request**

Appendix D
Non-Residential Services to Victims of Domestic Violence
(to be completed)

Appendix E

Chafee Foster Care Independence Program Use of Allocations – Not submitted since the county is not using part of its Federal Fiscal Year 2002-2003 Independent Living allocations for room and board up to 30 percent.

APPENDIX F 2002 PROGRAM INFORMATION

Page 1

County Name: MONROE								County Code: 26		
		01 Adopti on	04 Educat ion	05 Emplo yment	06 Family Plng	Medicl Option	07 Resid Plcmnt Adult	08 Foster Care Child	09 Health Related	10 Home Mgmt.
Goals:	1	N	N	Y	Y	N	N	Y	Y	Y
	2	Y	N	Y	Y	N	N	Y	Y	Y
	3	Y	N	N	Y	N	Y	Y	Y	Y
	4	Y	N	N	Y	N	Y	Y	Y	Y
	5	N	N	N	Y	N	N	Y	Y	N
Method:	D	Y	N	Y	Y	N	Y	Y	Y	Y
	U	N	N	N	N	N	N	N	N	N
	R	Y	N	Y	N	N	N	Y	N	N
Eligibility Categories										
02 FCAA		Y	N	Y	Y		N	Y	Y	N
03 TANF		Y	N	Y	Y		Y	Y	Y	Y
04 EAF		Y	N	Y	Y		N	Y	N	N
05 AGED		Y	N	Y	Y		Y	Y	Y	Y
06 BLIND		Y	N	Y	Y		Y	Y	Y	Y
07 DISABLED		Y	N	Y	Y		Y	Y	Y	Y
08 MA		Y	N	Y	Y		Y	Y	Y	Y
09 URM *		Y	N	Y	Y		Y	Y	Y	Y
10 UEM **		Y	N	Y	Y		Y	Y	Y	N
13 SNA		Y	N	Y	Y		Y	Y	Y	Y
14 IE		Y	N	Y	Y		Y	Y	Y	Y
WR		Y	N	N	Under 21 option		N	Y	N	N
Income Eligibility Standards										
State Stndrds		WR	200%	200%	200%		150%	WR	200%	200%
Local Stndrds		WR	NA	150%	150%		150%	WR	150%	150%

* Unaccompanied Refugee Minor

** Unaccompanied Entrant Minor

Local Standards not specified assumed to be established at State standards.

APPENDIX F
2002 PROGRAM INFORMATION

							Page	2
County Name: MONROE							County Code: 26	
		11 Homemaker Component			12 Housekeeper/ Chore	13 Housing Improvmt Component		14 Info & Referral
Goals:		A	B	C¹		A¹	B	
	1	Y	Y	Y	Y	Y	N	Y
	2	Y	Y	Y	Y	Y	Y	Y
	3	Y	Y	Y	Y	Y	Y	Y
	4	Y	Y	Y	Y	Y	Y	Y
	5	N	N	N	N	N	N	Y
Method:	D	Y	Y	Y	Y	Y	Y	Y
	U	N	N	N	N	N	N	N
	R	Y	Y	Y	Y	N	N	Y
Eligibility Categories								
02 FCAA		N			N	N		N
03 TANF		Y			Y	Y		N
04 EAF		N			Y	N		N
05 AGED		Y			Y	Y		N
06 BLIND		Y			Y	Y		N
07 DISABLED		Y			Y	Y		N
08 MA		Y			Y	Y		N
09 URM *		Y			Y	Y		N
10 UEM **		N			N	N		N
13 SNA		Y			Y	Y		N
14 IE		Y			Y	N		N
WR		N			N	Component B		Y
Income Eligibility Stndrds								
State Stndrds		200%			200%	200%		WR
Local Stndrds		125%			125%	200%		WR

¹ This component is mandated for SSI individuals.

* Unaccompanied Refugee Minor

** Unaccompanied Entrant Minor

Local standards not specified assumed to be established at State standards.

**APPENDIX F
2002 PROGRAM INFORMATION**

Page 3

County Name: MONROE								County Code: 26		
	15 Preventive Adults Component				16 A&B Prot Adults	17 Prot Child	19 WIN Couns	20 Transp	21 Unmarr Parent	
Goals:	1	A	B	C	D					
	2	Y	N	Y	N	N	N	N	Y	Y
	3	Y	N	Y	N	N	N	N	Y	Y
	4	Y	N	Y	N	N	N	N	Y	Y
	5	N	N	N	N	N	N		Y	Y
Method: D		Y	N	Y	N	Y	Y		Y	Y
	U	N	N	N	N	N	N		N	N
	R	Y	N	Y	N	Y	Y		Y	Y
Eligibility Categories										
02 FCAA		N	N	N	N	N	Y	N	Y	Y
03 TANF		Y	N	Y	N	Y	Y	N	Y	Y
04 EAF		Y	N	Y	N	Y	Y	N	Y	Y
05 AGED		Y	N	Y	N	Y	Y	N	Y	N
06 BLIND		Y	N	Y	N	Y	Y	N	Y	Y
07 DISABLED		Y	N	Y	N	Y	Y	N	Y	Y
08 MA		Y	N	Y	N	Y	Y	N	Y	Y
09 URM *		N	N	N	N	Y	Y	N	Y	Y
10 UEM **		N	N	N	N	Y	Y	N	Y	Y
13 SNA		Y	N	Y	N	Y	Y	N	Y	Y
14 IE		Y	N	Y	N	Y	Y	N	Y	Y
WR		N	N	N	N	Y	Y	N	N	N
Income Eligibility Standards										
State Stndrds		200%				WR	WR		200%	150%
Local Stndrds		125%				WR	WR		150%	150%

* Unaccompanied Refugee Minor

** Unaccompanied Entrant Minor

Local standards not specified assumed to be established at State standards.

APPENDIX F **2002 PROGRAM INFORMATION**

Page 4

County Name: MONROE						County Code: 26	
		22 Personal Care Services	23 Victim Domestic Violence	24 CHAP	25 Preventive Child Mandated	26 Preventive Child Optional	38 Day Care All
Goals:	1	N	N	N	N	N	Y
	2	N	N	N	N	N	Y
	3	N	N	Y	Y	Y	Y
	4	N	N	N	N	N	Y
	5	N	N	N	N	N	N
Method:	D	N	N	Y	Y	Y	Y
	U	N	N	N	Y	Y	N
	R	N	N	N	Y	Y	Y
Eligibility Categories							
02 FCAA		N	N	Y	Y	Y	Y
03 TANF		N	Y	Y	Y	Y	Y
04 EAF		N	Y	Y	Y	Y	Y
05 AGED		N	N	Y	Y	Y	Y
06 BLIND		N	N	Y	Y	Y	Y
07 DISABLED		N	N	Y	Y	Y	Y
08 MA		N	N	Y	Y	Y	Y
09 URM *		N	N	Y	Y	Y	Y
10 UEM **		N	N	Y	Y	Y	Y
13 SNA		N	Y	Y	Y	Y	Y
14 IE		N	N	N	Y	Y	Y
WR		N	Y	N	Y	Y	Y
Income Eligibility Standards							
State Stndrds			WR		WR	WR	***
Local Stndrds		NA	WR		WR	WR	200%

* Unaccompanied Refugee Minor

** Unaccompanied Entrant Minor

***For Title XX, standards are up to: 275% family of 2; 255% family of 3; 225% family of 4 or more.

Local standards not specified assumed to be established at State standards.

APPENDIX F 2002 PROGRAM INFORMATION

Page 5													
County Name: MONROE	County Code: 26												
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">Key to Goals</td> <td style="width: 50%; vertical-align: top;">Maximum State Standards Title XX Day Care</td> </tr> <tr> <td>1. Self-support</td> <td></td> </tr> <tr> <td>2. Self-sufficiency</td> <td>275% Family of 2</td> </tr> <tr> <td>3. Protection</td> <td>255% Family of 3</td> </tr> <tr> <td>4. Community-based Care</td> <td>225% Family of 4 or more</td> </tr> <tr> <td>5. Institutional Care</td> <td></td> </tr> </table>		Key to Goals	Maximum State Standards Title XX Day Care	1. Self-support		2. Self-sufficiency	275% Family of 2	3. Protection	255% Family of 3	4. Community-based Care	225% Family of 4 or more	5. Institutional Care	
Key to Goals	Maximum State Standards Title XX Day Care												
1. Self-support													
2. Self-sufficiency	275% Family of 2												
3. Protection	255% Family of 3												
4. Community-based Care	225% Family of 4 or more												
5. Institutional Care													

PROGRAM LIMITATIONS

DAY CARE

TITLE XX	STATE CHILD CARE BLOCK GRANT	DAY CARE
		Fee <u>25</u> %
<u>200%</u> Family of 2	<u>200%</u>	
<u>200%</u> Family of 3		
<u>200%</u> Family of 4 or more		

OTHER PROGRAM LIMITATIONS: Less than 200% of poverty is the limit for all services funded with TANF funds transferred to Title XX.

**APPENDIX G-1
CHILD CARE SECTION
DATED 2004-2006**

County: MONROE

I. Administration (Required Section)

1. Identify the unit that has primary responsibility for the administration of child care for:

Public Assistance Families: *Financial Assistance Services Division*

Transitioning Families: *Financial Assistance Services Division*

Income Eligible Families: *Financial Assistance Services Division*

Title XX: *Child and Family Services Division*

2. Indicate the use of New York State Child Care Block Grant (NYSCCBG) Funds.

Total NYSCCBG Amount: \$ 44,869,094

A. Subsidy	\$ 43,009,870
B. Other program costs (excluding subsidy)	\$ 1,603,224
C. Administrative costs	\$ 256,000

3. Does your district have a contract or formal agreement with another organization to perform any of the following functions?

<u>Function:</u>	<u>Organization:</u>	<u>Amount of Contract:</u>
<input type="checkbox"/> Eligibility screening		
<input checked="" type="checkbox"/> Screening of legally - exempt providers	AMRIC TBD	\$75,000 \$75,000
<input type="checkbox"/> Assistance in locating care		
<input type="checkbox"/> Child Care Information Systems		
<input checked="" type="checkbox"/> Other	Payment Processing Service/Package- Provider TBD	\$115,000
	Early Care Impact Study	\$10,000

APPENDIX G-2

II. Other Eligible Families if Funds are Available (Required Section)

Listed below are optional categories of eligible families that your district can include as part of its ICP/CSP. Select any categories your district wants to serve and describe any limitations associated with the category.

Optional Categories	Option	Limitations
1. Public Assistance (PA) families participating in an approved activity in addition to their required work activity.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2. PA families or families with income up to 200% of the State Income Standard (SIS) when the caretaker is: a) participating in an approved substance abuse treatment program b) homeless c) a victim of domestic violence d) in an emergency situation of short duration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	a) b) c) d) Administrative approval required.
3. Families with an open child protective services case when child care is needed to protect the child.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
4. Families with income up to 200% of the SIS when child care services are needed because the child's caretaker: a) is physically or mentally incapacitated b) has family duties away from home	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	a) b)

5. Families with income up to 200% of the SIS when child care services are needed for the child's caretaker to actively seek employment for a period up to 6 months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Thirty days only and in receipt of subsidy when need arises.
6. PA families where a sanctioned parent is participating in unsubsidized employment, earning wages at a level equal to or greater than the minimum amount under law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
7. Families with income up to 200% of the SIS when child care services are needed for the child's caretaker to participate in approved educational or vocational activities as defined in 415.2.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8. Families with income up to 200% of the SIS when child care services are needed for the child's caretaker to satisfactorily participate in an undergraduate or community college program with a specific vocational sequence leading to an associate degree or certificate of completion within a determined time frame which shall not exceed 30 consecutive calendar months.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
9. PA recipients and families with incomes up to 200% of the SIS who are satisfactorily participating in a four-year college or university program (leading to a bachelor degree that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 17 ½ hours per week.*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Working at least 20 hours per week.

APPENDIX G-3

III. Reasonable Distance, Very Low Income, Child Support, Family Share, Case Closings and Openings and Case Reviews (Required Section)

Reasonable Distance

The following defines "reasonable distance":

Within one hour travel time from home or worksite.

Describe any steps/consultations made to arrive at your definition:

Internal, cross division committee discussions.

Very Low Income

Very Low Income is defined by each district and is used in determining priorities for child care benefits.

Very Low Income is defined as 125% of the State Income Standard.

Child Support*

Your district has the option on when to implement the child support requirement for low income families (select one)

- ☐ immediately; or
- ☒ at the next case action or at WMS recertification, whichever occurs first.
- ☐ our district requests a waiver (complete Appendix G-12)

Family Share

Family share is the weekly amount paid towards the costs of the child care services by the child's parent or caretaker. The family share of child care is calculated by applying the family share percentage against the amount of the family's gross income that is in excess of the State Income Standard divided by 52.

Family Share Percentage selected by our district 25%.

Case Closings

Our district has established local priorities beyond the federally-mandated priorities. If all NYSCCBG funds are committed, our district will discontinue funding to those families that have lower priorities in order to serve families with higher priorities. Described below is how our district will select cases to be closed in the event that there are insufficient or no funds available.

First closed will be families where custodial adults are working less than 20 hours per week. Second closed will be based on relationship between family income

and the poverty level--higher income families will be closed first. Last to be closed will be adolescent parents who need childcare to finish high school.

Case Openings

Described below is how our district will select cases to be opened in the event that there are insufficient funds available.

First to be opened will be adolescent parents who need childcare to finish high school. Second to be opened will be families based on relationship between family income and the poverty level--lower income families first. Third to be opened will be families where custodial adults are participating in a four-year college or university program (leading to a bachelor degree that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 20 hours per week.

Case Reviews

Described below is our district's process for reviewing the legally exempt enrollment forms for the accuracy of the information to which the provider has attested.

Step One: Case Examiner Review. Examiners review enrollment forms for accuracy and utilize DOCS and the County Clerks Office to identify any criminal background of the proposed provider.

Step Two: Front End Detection System. Monroe County is revising its FEDS Plan to include subsidized childcare.

Step Three: Audit and Eligibility Verification Review. For the legally exempt provider a Social Services Investigator does a follow-up DOCS and County Clerk check of the criminal background. When information is identified the District conducts unannounced and announced visits to confirm information provided on the enrollment forms.

APPENDIX G-4

IV. District Options (Required Section)

Districts have certain flexibility to administer the child care subsidy program to meet local needs. Check which options that your district wishes to include in your ICP/CSP. Complete attachments for any area(s) checked.

1. ☒ Our district has identified local priorities in addition to the federal priorities (complete Appendix G-5).
2. ☐ Our district has chosen to establish funding set-asides for NYSCCBG (complete Appendix G-6).
3. ☒ Our district is using Title XX funds for the provision of child care services for low-income eligible families (complete Appendix G-7).
4. ☒ Our district has chosen to establish additional local standards for child care providers (complete Appendix G-8).
5. ☒ Our district has chosen to make payments to child care providers for absences (complete Appendix G-9).
6. ☒ Our district has chosen to make payments to child care providers for program closures (complete Appendix G-10).*
7. ☐ Our district has chosen to pay for transportation to and from a child care provider (complete Appendix G-11).
8. ☒ Our district has chosen to pay up to a 15% higher than the applicable market rates for regulated child care services that have been accredited by a nationally recognized child care organization (complete Appendix G-11).
9. ☐ Our district has chosen to pay up to 15% higher than the applicable market rates for non-traditional hours (complete Appendix G-11).
10. ☐ Our district has chosen to pay for child care services while a caretaker who works the second or third shift sleeps (complete Appendix G-11).
11. ☐ Our district has chosen to make payments to child care providers who provide child care services, which exceed 24 consecutive hours (complete Appendix G-12).*

12. ☒ Our district has chosen to include 18, 19 or 20 year olds in the Child Care Services Unit (complete Appendix G-12).*
13. ☐ Our district is seeking a waiver from one or more regulatory provisions. Such waivers are limited to those regulatory standards that are not specifically included in law (complete Appendix G-12).*
14. ☒ Our district has chosen to pay for breaks in activity for low-income families (non public assistance families, complete Appendix G-12).
15. ☒ Our district has chosen to use local equivalent forms such as, but not limited to, child care application, client notification and/or legally exempt enrollment forms (attach copies of the local equivalent forms your district uses).

Any previous approvals for local equivalent forms will not be carried forward into this ICP/CSP. Therefore, any local equivalent forms a district wishes to establish or renew must be included in this plan and will be subject to review and approval by OCFS.

APPENDIX G-5 PRIORITY POPULATIONS-ADDITIONAL LOCAL PRIORITIES

In addition to the federal priorities of very low income families and families with children who have special needs, the following additional local priorities have been selected:

Category: *Adolescent parents to finish high school* Rank: **1**

Description: *Adolescent parents who need childcare in order to finish high school are a priority even if they are not employed.*

Category: *Working Parents* Rank: **2**

Description: *Families in which the custodial parents are working at least 20 hours per week based on the relationship between family income and poverty level.*

Category: *Parents in School and Working 20 hours per week* Rank: **3**

Description: *Families where custodial adults are participating in a four-year college or university program (leading to a bachelor degree that is reasonably expected to lead to an improvement in the parent/caretaker's earning capacity) as long as the parent(s) or caretaker is also working at least 20 hours per week*

**APPENDIX G-7
TITLE XX CHILD CARE**

Projected total Title XX expenditures for plan duration: **\$ 1,380,000**

Financial eligibility limits (percentage of State Income Standard) your district will apply based on family size. Maximum reimbursable limits are 275% for a family of 1 or 2, 255% for a family of 3, and 225% for a family of 4 or more.

Family Size: (2) 200% (3) 200% (4) 200%

Programmatic Eligibility for Income Eligible Families. (Check all that apply.)

- Title XX: ☐ employment ☐ education/training
 ☐ seeking employment ☒ illness/incapacity
 ☐ homelessness ☐ domestic violence
 ☒ emergency situation of short duration
 ☒ participating in an approved substance abuse treatment program

Does your district apply any limitations to the programmatic eligibility criteria?

☒ YES ☐ NO

If yes, describe eligibility criteria:

Available only with doctor's statement and administrative approval. Additional supporting documentation may be required.

Does your district prioritize certain eligible families for Title XX funding?

☐ YES ☒ NO

Does your district use Title XX funds for child care for open child protective services cases?

☐ YES NO

Does your district use Title XX funds for child care for open child preventive services cases?

☐ YES ☒ NO

APPENDIX G-8

ADDITIONAL LOCAL STANDARDS FOR CHILD CARE PROVIDERS

State law allows districts to propose local standards in addition to the State standards for providers who will receive child care subsidies.

1. Described below are the additional standards that will be required of providers as well as which providers must comply with each additional standard.

Provider Type: Legally-Exempt

Standard A: Informal provider criminal records check. When a criminal history check or self-attestation of a legally-exempt family provider or any resident of the child care premises over the age of 18 reveals the conviction of any crime, Monroe County may refuse to allow such child care provider to participate in the Monroe County Child Care Assistance Program consistent with Article 23A of Corrections law.

Standard B: Informal family providers inspection: Informal family providers will be visited to ensure that they are available to provide the care authorized and to check for major safety concerns.

Standard C: Informal family providers quality improvement home visit: Informal family providers will be visited by a quality childcare professional that will provide information to the provider concerning becoming a registered family provider and information regarding basic child development and safety. The home visitor will also confirm that the provider is available to provide the care authorized and to check for major safety concerns.

Standard D: All Informal providers will be required to participate in a Provider Enrollment Seminar to assist them in accurately completing Attendance sheets and to provide them with information regarding payment procedures, dispute settlement and inform them of available resources for self-employed childcare.

Standard E: Establish maximum number of children permitted to be cared for by an informal provider. Maximum number is 6.

2. Described below are the methods and resources that will be utilized to determine that these additional standards are being met.

Standard A: Informal provider criminal records check. Examiner staff and Social Services Investigator staff will review DOCS and County Clerk information.

Standard B: Informal family providers inspection: Monroe County will contract with an independent vendor to conduct visits with all enrolled legally exempt family providers to ensure that they are providing the care authorized and to check for major safety concerns. These inspections will occur after the provider is enrolled and will not impede the client's ability to access child care in a timely manner. Cases where contact can not be made after two attempted visits will be referred to the Special Investigation Unit for a determination about whether the provider should be dis-enrolled.

Standard C: Informal family providers quality improvement home visit: Monroe County will contract with an independent vendor to conduct visits with all enrolled legally exempt family providers to provide information concerning becoming a registered family provider and information regarding basic child development and safety. The home visitor will also review if the provider is providing the care authorized and to check for major safety concerns. These inspections will occur after the provider is enrolled and will not impede the client's ability to access child care in a timely manner. Cases where contact can not be made after two attempted visits will be referred to the Special Investigation Unit for a determination about whether the provider should be dis-enrolled.

Standard D: District staff will conduct these seminars monthly at convenient locations throughout the community. All Informal providers will be required to participate in a Provider Enrollment Seminar to assist them in accurately completing Attendance sheets and to provide them with information regarding payment procedures, dispute settlement and inform them of available resources for self-employed childcare. Providers will be required to attend the seminar after the provider is enrolled and will not impede the client's ability to access child care in a timely manner.

Standard E: Establish maximum number of children permitted to be cared for by an informal provider. Maximum number is 6. The informal family provider inspection and the informal family provider quality improvement home visit will be utilized to report on the number of children receiving care at the time of the inspection or visit.

3. Described below is the justification for each additional standard.

Standard A: From 1/1/03 – 11/03, Monroe County denied 39 providers (out of 17,000) due to them having a criminal record and not reporting it or the severity of the criminal offenses justified their not being approved to provide care,. In many other instances, prospective providers decline to complete the application when they found out that there will be a record check. We do not maintain numbers on these.

Standard B: From 1/1/03 – 11/03, Monroe County has done 17,050 unannounced visits which resulted in 500 providers denied/closed or 30%. Monroe County has

been finding providers who are not providing care at all, fake addresses for site of day care [i.e., check cashing business; PO box], fraudulently filling out information on applications and/or attendance sheets, and parents being paid to provide care to their own child. In the safety arena, we are finding homes where providers are smoking though they attested on the application that they did not smoke at the site, providers transporting children in cars when they do not have a valid drivers license and house appears unsafe/unsanitary. Monroe County feels that it is cost effective and professionally responsible to continue to do these visits.

Standard C: Monroe County feels that by investing resources to encourage and support legally exempt providers to become registered will help to ensure better care for children as well as offer the provider a higher level of income which may assist them in stabilizing their own family.

Standard D: Approximately 10% of the monthly attendance sheets (roughly 1,100) are filled out incorrectly by providers, which cause payments to be held. Many providers are living "close to the vest" and the income from childcare is essential to their maintaining their home and paying their bills. In many instances, providers have expressed frustration and confusion with completing the form, knowing where to send it, sending it at the wrong time of the month, etc... Informal seminars that will be used to teach them how to complete the forms as well as some preemptive problem solving, should reduce the number of unmatched and unpaid attendance sheets.

Standard E: Establish maximum number of children permitted to be cared for by an informal provider. The safety and security of children in Monroe County is an important priority. Monroe County strongly supports the requirements for parental choice in selecting a childcare provider, however, Monroe County also strongly supports the belief that large numbers of related or unrelated children being concurrently supervised by any childcare provider increases the chance for serious health and safety problems. For this reason Monroe County seeks to establish a maximum number of children, related or unrelated, served at one time be no greater than 6.

APPENDIX G-9 PAYMENT TO CHILD CARE PROVIDERS FOR ABSENCES

The following providers are eligible for payment for absences:
(Check any that are eligible)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Day Care Center

<input checked="" type="checkbox"/> Group Family Day Care

<input type="checkbox"/> Legally Exempt Group | <input checked="" type="checkbox"/> School Age Child Care

<input checked="" type="checkbox"/> Family Day Care |
|---|--|

Our district will only pay for absences to providers with which the district has a contract
or letter of intent*. ☒ Yes ☐ No

Base period selected (check one) ☐ 3 months ☒ 6 months

Number of absences allowed during base period:

Period	Routine Limits (# of days)	Extenuating Circumstances (# of days)	Total Number of Absences Allowed (# of days)
In a month	12	15	15
Base period	24	40	40

List reasons for absences for which the district will allow payment:

- *Child's illness*
- *Parent's illness*
- *Snow days if provider is open*
- *School vacations of 8 days or less*
- *Official school closings for other reasons if provider is open*

List any limitations on the above providers' eligibility for payment for absences:

See above

Note: Legally exempt family child care and in-home child care providers are not eligible to receive payment for absences.

APPENDIX G-10
PAYMENT TO CHILD CARE PROVIDERS FOR PROGRAM CLOSURES*

The following providers are eligible for payment for program closures:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Day Care Center | <input type="checkbox"/> Legally Exempt Group |
| <input type="checkbox"/> Group Family Day Care | <input type="checkbox"/> School Age Child Care |
| <input type="checkbox"/> Family Day Care | |

Our district will only pay for program closures to providers with which the district has a contract or letter of intent. ☒ Yes ☐ No

Enter the number of days allowed for program closures (maximum allowable program closures is five days).

4 days

Note: Legally exempt family child care and in-home child car providers are not allowed to be reimbursed for program closures.

APPENDIX G-11 TRANSPORTATION, DIFFERENTIAL PAYMENT RATES, SLEEP

Transportation

Describe below under what circumstances and limitations if any your district will use to reimburse for transportation, what type of transportation will be reimbursed (public vs. private), and how much your district will pay (per mile or trip).

Monroe County does not pay for transportation.

Differential Payment Rates

Indicate below the percentage above the market rate your district has chosen.

Accredited Programs may receive a differential payment up to **15 percent** above market rate.

Care during non-traditional hours may be paid up to **0%** percent above market rate.

Limitations to the above differentials are as follows:

The district will determine which nationally recognized organizations providing accreditation to licensed and registered childcare providers are acceptable. Currently acceptable accreditationers include the National Association for Education of Young Children (NAEYC), National Association for Family Child Care (NAFCC) and National School Age Child Care Association (NSACCA).

Sleep

The following describes the standards that will be used in evaluating whether or not to pay for child care services while a parent or caretaker that works a second or third shift sleeps and any limitations pertaining to payment:

Monroe County does not generally pay for sleep. If special circumstances exist, then child care to allow a parent to sleep may be paid with Administrative approval and supporting documentation.

Indicate the number of hours allowed by your district (maximum is eight):

6 hours

APPENDIX G-12
CHILD CARE EXCEEDING 24 HOURS, CHILD CARE SERVICES UNIT, WAIVERS,
BREAKS IN ACTIVITIES

Child Care Exceeding 24 Hours*

Child care services may exceed 24 consecutive hours when such services are provided on a short-term emergency basis or in other cases where the caretaker's approved activity necessitates care for 24 hours on a limited basis.

Describe any limitations for payment of child care services that exceed 24 consecutive hours.

Must have prior administrative approval and supporting documentation.

Child Care Services Unit*

The Child Care Service Unit is the basis upon which a district will determine which household and/or family should be counted in determining family size and countable family income.

Our district will include the following in the Child Care Services Unit (check which ones apply).

☒ 18 year old ☒ 19 year old ☒ 20 year old

Describe the criteria your district will use to determine whether or not an 18, 19 or 20 year is included in the Child Care Services Unit.

Waivers*

Districts have the authority to request a waiver of any regulatory provision that is non-statutory. Describe and justify why your district is requesting a waiver.

Monroe County is not requesting a waiver at this time.

Breaks in Activities

Districts may pay for child care services for low income families during breaks in activities for a period not to exceed two weeks or for a period not to exceed one month where child care arrangements would otherwise be lost and the subsequent activity is expected to begin within that period (check one).

☒ two weeks ☐ four weeks

Districts may provide childcare services while the caretaker is waiting to enter an approved activity or employment or on a break between approved activities. The following low income families are eligible for child care services during a break in activities (check any that are eligible):

☐ entering an activity ☒ waiting to begin employment ☒ break between activities